



Department of Energy
Washington, D. C. 20585

February 4, 2009

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

January Working Capital Fund Billing

This memorandum transmits the January 2008 actual expenses for your program for the Working Capital Fund. This bill is being forwarded to Chief Financial Officer for entering into STARS in time to be recorded for the January 2009 fiscal accounting month.

Program charges for infrastructure and other fixed charges will be postponed in order to simplify billing and to relieve program accounts of financing annual requirements during a continuing resolution. However, like your programs, Fund businesses require budget authority to obligate to vendors for their goods and services. We can keep these accounts funded during the CR by collecting program funds equal to five-month's of operations. Most program accounts have adequate funding to cover estimated February cumulative costs; however, those accounts with deficiencies will be notified by Fund staff to obligate additional amounts. This will ensure that all WCF accounts have obligations in excess of costs at the end of February.

Payments for FY 2009

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998,**
“Working Capital Fund, Administrative Control of Funds.”

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

- Table I** Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.
- Table II** Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.
- Table III** Is a copy of the FY 2009 Budget Request to Congress. Although our operations are limited to the FY 2008 spending levels by the Continuing Resolution, the annual estimate is a better indicator of total annual spending plans, once the FY 2009 full-year funding is available.

January Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of January both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and express mail incurred during January. Charges for mail infrastructure will be recorded later in the fiscal year.

Photocopying - This bill reflects charges for actual January usage. Per copy rates remain unchanged at 2.8 cents for central and staffed facilities; 1.5 cents for dedicated copiers; 50.0 cents for color copies. Rates for digitalization services are: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during January. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2008.

Building Occupancy – This bill reflects the January rent charge expressed as one-third of the quarterly rent. This reduction from quarterly billing is necessitated by the effect of the continuing resolutions and its reduced funding, which expires before the end of the second quarter.

Telephones - The January represents actual usage costs for November. Infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network – January charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. January charges for DOE net are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of January.

Purchase Card Surveillance – Annual Charges for this business segment will be recorded later in the fiscal year.

Payroll Processing – Annual Charges for this business segment will be recorded later in the fiscal year.

Corporate Human Resource Information System (CHRIS) – Annual Charges for this business segment will be recorded later in the fiscal year.

Corporate Training Services (CTS) – There are no charges for the month of January.

Project Management Career Development Program (PMCDP) – Annual Charges for this business segment will be recorded later in the fiscal year.

STARS – Annual Charges for this business segment will be recorded later in the fiscal year.

Financial Reporting Control Assessment – Annual Charges for this business segment will be recorded later in the fiscal year.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The 2007 edition of the WCF Guide to Services, Policies and Procedures;
- FY 2009 Budget Projections;
- The monthly summary billing tables with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The new Web Page address is: <http://www.wcf.doe.gov>

Please contact Ronald Mayo (6-4911) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Mail Printing and Graphics Copying	Scot Allard	(202) 586-9671
Building Occupancy Supplies	Michael Shincovich	(202) 586-1557
Information Management: Telephones Desktop Services Networking	Ann Warnick Judy Saylor Ann Warnick Judy Saylor	(301) 903-3056 (301) 903-4999 (301) 903-3056 (301) 903-4999
Contract Closeout	Deborah Black	(202) 287-1416
Payroll Processing	Jerry Odegard	(301) 903-4934
CHRIS	Robert Briede	(202) 586-7475
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Cheri Dent	(202) 586-9556
Project Mgt. Dev. Program (PMCDP)	Marylee Baker	(202) 586-8254
iManage – STARS/IDW	Bob Emond	(202) 586-2354
iManage – STRIPES/ORFASC	Warren Huffer	(301) 903-3761
A-123	Bob Emond	(202) 586-2354

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BPA	R. Seifert	D. Krauss
CF	J. Kellogg	
CI	D. Woomer	Michelle Livingston
CN	M. Anderson	
DR	C. Iager	
ED	J. Shea	
EE	A. Meacham	T. Heavey
EIA	N. Burnette	G. Kabat
EM	C. Flohr	J. Lakin
FE	C. Roy	M. Jones
GC	D. Bullington	
HG	P. Spencer	F. Brown
HR	S. Deters	
HS	D. Herman	D. James
IG	L. Johnson	D. Gillam
IM	A. Warnick	S. Garvey
IN	W. Johnson	M. Anderson
LM	M. Owen	M. Kennedy
MA/AB/S	M. Dillon	G. Richardson
NA	S. Minnick	J. Trainor
NE	S. Harlow	L. Soo Hoo
NR	J. Merritt	
OE	P. Trottier	M. Rodrigue
PA	P. Baker	
PML	J. Dodd	G. Ceja
PI	L. Morrow	S. Rush
RW	J. Phillips	
SC	V. Barden	T. Whipp
Office of Budget (CF-30)	J. Luczak	

WCF BOARD MEMBERS

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>PROGRAM</u>	<u>ADDRESSEE</u>
CFO	S. Isakowitz	MA	I. Kolb
CIO	T. Pyke	NA	T. D'Agostino
EE	S. Chalk, Acting	HSS	G. Podonsky
EI	G. Caruso	PI	K. Fredriksen, Acting
EM	I. Triay	SC	R. Orbach
FE	J. Slutz, Acting	GC	E. Fygi
HC	R. Franklin, Acting	PML	J. Dodd
RW	C. Kouts	NE	D. Spurgeon

Summary of Current Month Bill - January 2009
(WHOLE DOLLARS)

Table IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATIO N	TOTAL BUILDING OCCUPANCY	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE
BPA	175	103	0	103	0	0	0	0	596	10,754	0	10,754	81	979	1,060
CF	11,113	860	0	860	6,291	5,102	0	11,393	11,865	287,970	0	287,970	4,930	22,830	27,760
CI	1,128	163	0	163	183	0	0	183	862	48,720	0	48,720	2,327	3,015	5,342
ED	1,379	587	0	587	1,772	1,209	0	2,981	1,825	41,411	0	41,411	447	3,603	4,050
EE	28,803	10,999	0	10,999	7,075	6,347	2,500	15,922	7,800	500,441	0	500,441	7,732	36,027	43,759
EI	13,528	4,573	0	4,573	4,237	6,761	2,659	13,657	5,254	472,763	0	472,763	7,351	27,451	34,803
EM	20,243	1,622	0	1,622	9,505	1,294	6,880	17,679	26,603	422,084	0	422,084	37,133	34,539	71,672
FE	7,988	1,618	0	1,618	4,723	1,507	0	6,230	-6,322	204,199	0	204,199	26,430	11,905	38,335
GC	6,932	1,126	0	1,126	3,734	824	0	4,558	1,825	249,284	0	249,284	2,805	13,001	15,806
HC	8,118	2,411	0	2,411	3,491	8,263	0	11,754	11,259	143,648	0	143,648	3,115	10,417	13,532
HG	110	569	0	569	942	0	0	942	18,497	74,270	0	74,270	419	1,371	1,790
HS	15,655	6,340	0	6,340	12,472	1,952	0	14,424	6,257	505,885	0	505,885	15,742	38,220	53,962
IG	2,987	2,853	0	2,853	647	186	0	833	4,747	114,265	0	114,265	1,803	6,736	8,538
IM	16,844	1,004	0	1,004	5,311	1,976	0	7,287	4,780	477,682	0	477,682	24,876	34,578	59,454
IN	10,152	2,420	0	2,420	3,437	169	0	3,606	3,777	528,389	0	528,389	32,444	17,779	50,222
LM	1,108	754	0	754	454	1	0	455	1,961	28,945	0	28,945	-257	1,449	1,192
MA	15,783	7,858	0	7,858	19,317	11,358	1	30,676	77,933	690,939	0	690,939	13,272	36,380	49,651
NA	36,465	4,584	0	4,584	16,741	2,477	0	19,218	308,499	1,288,152	0	1,288,152	108,138	80,317	188,455
NE	8,204	1,483	0	1,483	4,049	13	0	4,062	3,451	176,428	0	176,428	27,281	11,905	39,185
NR	0	69	0	69	0	0	0	0	870	0	0	0	9,778	0	9,778
OE	3,189	315	0	315	986	717	0	1,703	6,937	76,449	0	76,449	27,388	4,268	31,656
PA	1,060	5,113	0	5,113	2,229	1,890	0	4,119	3,122	27,497	0	27,497	8,638	1,645	10,283
PI	6,638	664	0	664	2,062	4,758	0	6,820	2,314	124,643	0	124,643	21,941	6,696	28,637
RW	2,017	1,247	0	1,247	2,554	237	0	2,791	1,280	115,665	0	115,665	2,682	6,226	8,908
S	2,391	1,297	0	1,297	2,224	0	0	2,224	11,045	70,328	0	70,328	161	7,910	8,071
SC	17,748	2,983	0	2,983	7,909	770	0	8,679	59,449	327,148	0	327,148	19,752	30,545	50,296
WAPA	73	48	0	48	0	0	0	0	2,275	11,453	0	11,453	28	470	498
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	239,832	63,663	0	63,663	122,343	57,811	12,040	192,194	578,761	7,019,414	0	7,019,414	406,435	450,262	856,696

Summary of Current Month Bill - January 2009
(WHOLE DOLLARS)

Table IB

[illegible]

Cumulative Year-to-date Billing - January 2009
(WHOLE DOLLARS)

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL POSTAGE	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
BPA	500	397	0	397	0	0	0	0	1,667	41,485	0	41,485
CF	50,502	2,688	-	2,688	22,186	53,236	0	75,422	23,805	1,110,841	0	1,110,841
CI	2,449	701	0	701	1,089	0	0	1,089	2,477	187,936	0	187,936
ED	5,486	2,628	0	2,628	5,923	10,172	0	16,095	7,406	159,742	0	159,742
EE	89,295	78,699	0	78,699	26,366	33,808	3,059	63,233	181,319	1,930,441	0	1,930,441
EI	57,138	15,291	0	15,291	16,711	16,563	3,390	36,665	78,058	1,823,676	0	1,823,676
EM	106,159	10,308	0	10,308	37,155	42,446	33,337	112,938	49,088	1,628,181	0	1,628,181
FE	40,313	7,307	0	7,307	14,309	14,524	79	28,912	21,534	787,694	0	787,694
GC	24,420	4,875	0	4,875	13,094	5,717	7,106	25,917	15,032	961,607	0	961,607
HC	31,226	11,652	0	11,652	12,813	42,016	0	54,830	34,644	554,118	0	554,118
HG	742	2,470	0	2,470	3,006	0	0	3,006	37,501	286,495	0	286,495
HS	67,588	23,217	0	23,217	45,117	12,502	0	57,619	26,694	1,951,443	0	1,951,443
IG	11,991	10,851	0	10,851	3,009	1,228	0	4,237	23,123	440,776	0	440,776
IM	61,653	4,787	0	4,787	21,055	37,438	0	58,493	18,787	1,842,650	0	1,842,650
IN	43,992	14,453	0	14,453	14,192	1,644	0	15,836	11,477	2,038,648	0	2,038,648
LM	6,015	4,439	0	4,439	3,228	553	0	3,782	4,151	111,654	0	111,654
MA	60,585	29,843	0	29,843	82,808	47,478	3	130,289	154,178	2,665,283	0	2,665,283
NA	170,294	20,171	0	20,171	68,226	41,930	0	110,156	372,840	4,969,024	0	4,969,024
NE	34,877	5,838	0	5,838	13,586	4,821	1,270	19,677	11,339	680,568	0	680,568
NR	0	256	0	256	0	62	0	62	1,844	0	0	0
OE	9,926	1,161	0	1,161	4,145	2,501	154	6,800	22,114	294,900	0	294,900
PA	4,119	6,221	0	6,221	11,228	4,089	0	15,317	13,152	106,071	0	106,071
PI	24,948	2,549	0	2,549	7,966	12,591	0	20,557	8,743	480,809	0	480,809
RW	13,998	4,952	0	4,952	10,461	1,424	0	11,885	18,769	446,175	0	446,175
S	8,975	5,219	0	5,219	10,051	3,378	0	13,429	53,368	271,290	0	271,290
SC	75,459	14,221	0	14,221	22,294	33,857	0	56,151	110,741	1,261,968	0	1,261,968
WAPA	140	193	0	193	0	83	0	83	27,279	44,180	0	44,180
0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1,002,790	285,387	0	285,387	470,020	424,061	48,398	942,479	1,331,130	27,077,656	0	27,077,656

Cumulative Year-to-date Billing - January 2009
(WHOLE DOLLARS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	ANNUAL	MONTHLY	MONTHLY		ANNUAL	ANNUAL	QUARTERLY	QUARTERLY		MONTHLY	ANNUAL	ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	PHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	DCAA	CONTRACT CLOSEOUT	CONTRACT PCS	TOTAL CONTRACT	CHRIS	PAYROLL PROCESS	CTS/OLC	CTS/TDS	TOTAL CTS	PMCDP	STARS	INTERNAL CONTROLS	INDIRECT FUND ADMIN.	YEAR TO DATE
BPA	144	3,921	4,065	15,579	0	0	0	0	0	0	0	0	0	0	0	0	0	63,693
CF	12,484	90,534	103,018	142,651	0	3,450	0	3,450	0	0	0	1,380	1,380	0	0	0	0	1,513,757
CI	5,138	12,077	17,214	15,181	0	0	0	0	0	0	0	0	0	0	0	0	0	227,047
ED	1,992	14,429	16,421	17,604	0	550	0	550	0	0	0	0	0	0	0	0	0	225,930
EE	12,252	143,542	155,794	202,086	0	10,750	0	10,750	0	0	0	1,150	1,150	0	0	0	0	2,712,767
EI	14,950	108,528	123,477	2,204	0	26,900	0	26,900	0	0	0	4,830	4,830	0	0	0	0	2,168,240
EM	70,940	134,370	205,310	245,352	0	4,450	0	4,450	0	0	0	6,440	6,440	0	0	0	0	2,368,227
FE	35,857	47,679	83,536	166,839	0	5,600	0	5,600	0	0	0	920	920	0	0	0	0	1,142,656
GC	6,479	52,189	58,668	42,413	0	5,700	0	5,700	0	0	0	3,910	3,910	0	0	0	0	1,142,542
HC	7,620	41,248	48,867	66,874	0	2,100	0	2,100	0	0	0	4,140	4,140	0	0	0	0	808,451
HG	999	5,372	6,371	6,805	0	0	0	0	0	0	0	0	0	0	0	0	0	343,390
HS	49,096	156,411	205,506	101,322	0	33,150	0	33,150	0	0	0	920	920	0	0	0	0	2,467,460
IG	2,680	27,055	29,735	28,086	0	1,600	0	1,600	0	0	0	690	690	0	0	0	0	551,088
IM	57,566	137,860	195,427	261,994	0	1,850	0	1,850	0	0	0	230	230	0	0	0	0	2,445,871
IN	28,580	71,244	99,824	6,770	0	1,000	0	1,000	0	0	0	0	0	0	0	0	0	2,231,999
LM	5,765	5,921	11,686	55,046	0	600	0	600	0	0	0	0	0	0	0	0	0	197,372
MA	32,172	145,545	177,717	152,869	0	59,750	0	59,750	0	0	0	4,600	4,600	0	0	0	0	3,435,113
NA	207,510	325,050	532,561	425,771	0	2,300	0	2,300	0	0	0	4,140	4,140	0	0	0	0	6,607,256
NE	57,416	47,719	105,135	56,118	0	1,200	0	1,200	0	0	0	230	230	0	0	0	0	914,982
NR	19,000	0	19,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21,161
OE	37,985	17,056	55,041	25,637	0	0	0	0	0	0	0	1,150	1,150	0	0	0	0	416,729
PA	12,285	6,587	18,872	8,945	0	0	0	0	0	0	0	0	0	0	0	0	0	172,697
PI	35,156	26,702	61,858	39,877	0	1,150	0	1,150	0	0	0	1,380	1,380	0	0	0	0	641,872
RW	5,488	24,859	30,347	69,541	0	0	0	0	0	0	0	0	0	0	0	0	0	595,667
S	335	31,486	31,821	18,678	0	0	0	0	0	0	0	0	0	0	0	0	0	402,779
SC	38,590	121,628	160,218	138,446	0	0	0	0	0	0	0	230	230	0	0	0	0	1,817,434
WAPA	42	1,882	1,924	48,520	0	0	0	0	0	0	0	0	0	0	0	0	0	122,320
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	758,520	1,800,892	2,559,413	2,361,207	0	162,100	0	162,100	0	0	0	36,340	36,340	0	0	0	0	35,758,501

PROJECTED CUSTOMER COSTS FY 2009
(\$ IN THOUSANDS)

Table III

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	NETWORK	PROCUREMENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM	IMANAGE	INTERNAL CONTROL	INDIRECT	TOTAL ALL ACTIVITIES	
BPA	1	23	29	27	138	12	47	0	0	291	0	0	0		568	BPA
CF	152	134	157	153	3,421	345	525	20	89	53	31	73	8	120	5,281	CF
CI	24	70	31	57	618	70	41	2	11	8	0	4	1		937	CI
ED	15	55	39	74	520	54	41	26	12	9	0	5	1		852	ED
EE	327	231	273	366	5,177	407	502	866	189	27	18	356	252		8,990	EE
EI	183	121	158	248	7,154	468	5	74	149	58	8	41	20		8,686	EIA
EM	189	135	194	94	4,085	627	775	5,626	532	227	479	1,654	1,274		15,889	EM
FE	116	117	74	67	2,528	252	424	1,641	363	110	19	596	165		6,472	FE
GC	68	70	65	195	3,305	180	100	3	61	29	0	11	5		4,093	GC
HG	8	26	32	131	692	18	13	2	12	8	0	4	1		946	HG
HR	68	135	121	60	1,771	181	173	30	52	69	0	10	5		2,675	HR
HS	242	263	180	80	7,771	751	456	226	96	135	15	129	88		10,431	HS
IG	51	72	45	122	1,412	92	73	3	113	37	0	26	10		2,054	IG
IM	229	192	118	59	5,083	497	575	27	36	45	31	32	22		6,946	IM
IN	45	182	53	41	3,402	1,176	18	2	43	22	0	22	1		4,461	IN
LM	12	24	29	19	426	39	113	7	23	17	4	49	33		796	LM
MA	155	475	269	442	8,380	567	348	136	98	68	0	22	13		10,975	MA
NA	550	466	256	277	15,841	2,098	1,445	3,050	998	428	220	2,435	1,792		29,856	NA
NE	104	119	60	90	2,130	198	132	538	167	80	25	264	145		4,052	NE
NR	0	2	0	4	0	43	0	363	86	23	0	151	168		839	NR
OE	45	47	36	34	971	167	42	0	23	18	10	52	28		1,475	OE
PA	16	49	191	46	311	52	26	1	8	17	0	17	1		733	PA
PI	54	25	66	70	1,581	148	97	35	39	13	0	10	4		2,141	PI
RW	49	30	45	43	1,442	147	189	14	70	46	34	184	108		2,401	RW
S	28	51	45	160	1,007	100	48	0	11	4	0	1	1		1,456	S
SC	240	220	167	273	3,734	423	423	3,746	467	151	95	1,308	855		12,102	SC
WAPA	1	18	0	86	142	7	145	23	675	162	5	222	0		1,486	WAPA
FO	0	0	0	0	0	0	0	0	0	0	1	0	0		1	FO
TOTAL	\$2,983	\$3,376	\$2,766	\$3,358	\$83,169	\$9,119	\$6,776	\$16,462	\$4,421	\$2,175	\$1,000	\$7,691	\$5,000	\$120	\$148,415	